

ADMINISTRATIVE -- INTERNAL USE ONLY

Route to Bf
C/98TB

D/FBIS

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CMO

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C/PROD

C/OPS

C/ADMIN

201 FILE

EXEC. REG.

12 October 1983

MEMORANDUM FOR: Director, Foreign Broadcast Information Service

FROM:

Deputy Director, Foreign Broadcast Information Service

SUBJECT:

Status of Recruiting

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1. Production Group efforts on recruiting have included the following: Production Group officers have accompanied Agency recruiters on recruiting trips to various universities. More are planned, this year and in FY-83. Several vacancy notices have been issued, but response has been virtually nil. Several newspaper ads have been placed in the past year; more are planned for all divisions. While the response level to ads is high, the actual recruitment "take" is low. Production Group officers have attended professional conferences routinely. At these meetings they have set up tables or posted notices.

2. AG has been addressing its needs almost entirely through direct recruiting, through attendance at professional conferences or by contact with people on university faculties or institute staffs who can refer applicants to us.

3. Operations Group has relied on Recruitment Division to supply files of prospective candidates. Advertisements have been placed in newspapers in Florida and Puerto Rico for Key West monitors. Engineering Division has recruited some candidates through personal contacts, but generally within the Agency. There has been no problem in recruiting editors inasmuch as O/P's Recruitment Division forwards enough folders to provide a steady list of possibilities.

4. Critical recruiting areas seem to be as follows:

a. Production Group:

- + Russian, especially with S&T and Central Asian languages.
- + East European languages (not being widely taught in universities).
- + Japanese, especially with S&T.
- + Chinese, Korean, and Arabic.

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b. Analysis Group:

- + China and Mideast analysts.

c. Operations Group:

- + Key West monitors.
- + Graduate engineers.

5. Following are some routes suggested by the group chiefs:

a. Production Group

- + Place ads in foreign language newspapers published in the United States.
- + Expand contacts with the Defense Language Institute (DLI) to identify DLI graduates returning to civilian life. Division Chiefs could visit DLI twice a year.
- + JPRS to undertake direct written contact with university placement officers. (This would have to be coordinated with the Agency's academic coordinator, and JPRS clearly identified as CIA.)
- + More attention to graduate fellow programs to attract good candidates and interest them in careers with FBIS.
- + Divisions should maintain contact with applicants to reassure them of continued interest. Other offices are having some success in maintaining applicant interest in this manner.

b. Analysis Group

- + Set up a small task force within FBIS with senior representation from the three groups to act as a brainstorming and coordinating body in furthering direct recruitment.
- + Send out people who can represent FBIS recruiting needs across the board.
- + Update FBIS flyers.

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c. Operations Group

+ In FY 1983, three recruitment trips should be scheduled to selected universities to recruit engineers. Other S&T offices have had success in similar endeavors.

+ Boost Puerto Rico recruiting to meet needs for Staff monitors at Key West.

6. I have discussed with DRD the need for broader recruitment efforts in regard to minority applicants, in particular blacks, for professional editorial positions. In the area of recruitment trips, [redacted] of Production Group will accompany an Agency recruitment team to the Engineering School of the University of Puerto Rico in early November.

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Attachments

- A. Memo from [redacted] Subj: Recruiting.
- B. Memo from [redacted] Subj: Recruiting.
- C. Memo from [redacted] Subj: Recruiting.
- D. Memo from [redacted] Subj: Recruiting Trip to Vermont.
- E. Memo from [redacted] Subj: Recruiting Trip to Indiana University.
- F. Memo from [redacted] Subj: Recruitment Division Support to FBIS.
- G. Newspaper Ad for Russian Linguists (USSR Division Initiative).
- H. Copy of Memo by [redacted] DDI, Subj: Office Professional Recruiting: Current Status and Future Outlook.

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Distribution:

- Orig. - Addressee w/atts.
- 1 - [redacted] w/atts.
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